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PENETANGUISHENE CENTENNIAL MUSEUM & ARCHIVES WEDDING RENTAL PACKAGES

Make Your Special Day a Part of History!

PHOTOGRAPHY

Package I

Rental of Grounds for wedding photography.

\$35.00 per hour (a minimum 1 hour charge shall apply)

CEREMONY

Package II

Rental of grounds, band shell, parking lot and outdoor washrooms for wedding ceremony for up to a 3-hour period.

\$150.00

Package III

Rental of 2nd floor (Great Hall, anteroom and washrooms) for wedding ceremony for up to a 3-hour period (maximum capacity 59)

\$150.00

CEREMONY AND RECEPTION

Package IV

Rental of 2nd floor (Great Hall, anteroom and washrooms) for wedding ceremony and/or reception for up to a 6-hour period

\$300.00

Package V

Rental of 2nd floor (Great Hall, anteroom and washrooms) and sound system for wedding ceremony and/or reception for up to a 6-hour period

\$400.00

Package VI

Rental of grounds, concession stand, band-shell and parking lot for ceremony and/or reception up to a 12-hour period

\$400.00

Package VII

Rental of 2nd floor (Great Hall, anteroom and washrooms) for wedding ceremony and grounds, concession stand, band-shell, and parking lot for reception for up to a 12-hour period

\$500.00

Package VIII

Rental of grounds, concession stand, band-shell, parking lot, and 20 x 40 side-less tent for ceremony and/or reception for up to a 12-hour period

\$600.00

Package IX

Rental of grounds, concession stand, band-shell, parking lot, 20 x 40 side-less tent, and sound system for ceremony and/or reception for up to an 12-hour period

\$700.00

Note: All rentals are subject to applicable taxes.

Extra Services

Rental of barbeques

\$50.00 each for up to a 4-hour period

Rental of chairs & tables

\$50.00

Rental extra side-less tent (20' x20')

\$50.00

**PENETANGUISHENE CENTENNIAL MUSEUM AND ARCHIVES
WEDDING PACKAGE AGREEMENT**

This agreement is made in duplicate on the _____, 20__ between The Penetanguishene Centennial Museum (herein called the Museum) and _____ (herein called the Renter(s)).

The parties hereto agree as follows:

1. GENERAL INTENT:

The Museum agrees to rent its facilities for packages as specified below:

on _____, 20__, from _____ a.m./p.m. to _____ a.m./p.m. for the purpose of _____.

2. FEES:

The Renter will pay the following fees to the Museum:

- I) A deposit for half of the total cost of the chosen package as marked under “General Intent” 120 or more days before the date of the event;
- II) In the event that the grounds are used by the Renter and/or his/her associates/guests for longer than the hourly limits specified in the chosen package under “General Intent” the Renter agrees to pay and an additional \$50.00 for each hour thereafter;
- III) All of the Renter’s labour, guests and associates are expected to pay admission upon entrance of the museum within regular business hours unless they are there for the sole purpose of attending the ceremony, reception, browsing the gift shop or speaking with museum staff (i.e. if they are touring exhibits)
- IV) Payment in full of a final invoice within 30 days of the date of the event.

3. ALCHOL:

No alcohol is to be served or consumed on the grounds of the museum by the Renter’s labour, guests or associates without express prior consent of the Museum and the Renter’s purchase and possession of a Liquor License for the rental period (available through the LCBO).

4. CANCELLATION:

In the circumstance that this wedding package agreement is no longer needed because of the cancellation of the Renter’s event or the decision on an alternate location, it is the responsibility of the Renter to contact the Museum either verbally or in writing and the refund policy shall be as follows:

- I) Within 90 or more days of the rental date – full refund of deposit
- II) Within 60 days of the rental date – 50% refund of deposit
- III) Within 30 days of the rental date – 10% refund of deposit
- IV) Less than 30 days of the rental date – No refund of deposit

5. MUSEUM RESPONSIBILITIES:

The museum will be responsible for striking and taking down the tent, ensuring a senior staff member is present on the grounds at all times during the event and for cleaning up and disposing of refuse after the event.

6. RENTER RESPONSIBILITIES:

It is the responsibility of the Renter to set up/take down all tables, chairs, catering services and procure food, drink, wedding service staff, photographers, bartenders, coat storage, decorations, flowers and associated goods and services or procure services to do so for the event.

**PENETANGUSHENE CENTENNIAL MUSEUM AND ARCHIVES
WEDDING PACKAGE AGREEMENT**

7. LIMITATIONS:

The Renter(s) recognize that museum grounds are located across from residential properties and that all rentals are subject to a Special Events motion by Council.

The Museum will make all possible efforts to ensure that, if barbeques are being used that propane tanks will be full, but in the case that during the use of the barbeque(s) by the Renter(s) the propane tank(s) are emptied, that it is the responsibility of the Renter(s) to refill the tank(s) and that charges for refilling emptied tank(s) left at the end of the event will be applied to the Renter's final invoice.

Some dates and/or times may not be available for wedding ceremonies and/or receptions due to prescheduled events. Booking is at the discretion of the Museum.

8. INSURANCE:

The renter will be responsible for paying an insurance premium for the use of the grounds and building. Insurance rates are paid separate from the rental fee.

9. LIABILITY:

The undersigned Renter hereby releases and agrees to save harmless and indemnify, the Penetanguishene Centennial Museum and the Corporation of the Town of Penetanguishene, its employees, officials, servants, agents and representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury, loss or damage to any person or property, howsoever caused, arising out of or in connection with the Organizer's use of the facilities, and notwithstanding that same may have been contributed to or occasioned by the negligence of the said Penetanguishene Centennial Museum and Corporation or the Town of Penetanguishene, its employees, officials, servants, agents and representatives.

The undersigned hereby acknowledges and represents that the Renter has inspected the facility, is satisfied with its condition and its safety, and that it has liability insurance that will cover it in the events of injury or death or property damage that may be suffered by any person, arising out of or in connection with the Renter's administrators and assigns.

It is understood and agreed that this agreement is to be binding upon the Renter, its/his/her/their heirs, executors, administrators and assigns.

10. FORCE MAJEURE:

In the event that the performance of this agreement or any part thereof on the part of the Renter or the museum shall be delayed or prevented by an Act of God (excepting normal weather Canadian weather), physical disability, the acts or regulations of any duly constituted public authorities, strikes, civil tumult, epidemic, interruption or delay of transportation services or other causes beyond their respective control, each shall be relieved of their respective obligations hereunder during the period such delay exists. It is understood and agreed that there shall be no claim for damages by either party hereto for any such prevention or delay.

11. AMENDMENTS:

All amendments and modifications of this agreement will be with the written consent of both parties.

In witness whereof the Renter has set its hand and seal by its authorized representative this _____ day of _____, 20____.

Museum Signature

Renter Signature
(I have authority to bind the Renter)

Renter Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

BFL Canada Risk and Insurances Services Inc.

Facility Users Rating Guide

THEATRE/PERFORMANCES (Practices and Events)					
Note: Excludes Professional Performers or members of the Actors Guild.					
NUMBER OF PEOPLE \$2,000,000, per occurrence	RATE – Per event per day	ALCOHOL RATE	NUMBER OF PEOPLE \$5,000,000 per occurrence	RATE – Per event per day	ALCOHOL RATE
UP TO 200	\$ 30.00	\$ 45.00	UP TO 200	\$ 40.50	\$125.00
201 TO 500	\$ 50.00	\$ 75.00	201 TO 500	\$ 67.50	\$202.00
501 TO 1,000	\$100.00	\$150.00	501 TO 1,000	\$135.00	\$270.00

NON SPORTING EVENTS – MEETINGS, SEMINARS, WORKSHOPS, CHURCH MASS, CHESS CLUBS, BINGO, KENO, WEIGHT LOSS CLINICS, PRAYER MEETINGS NO ALCOHOL SERVED			
NUMBER OF PEOPLE	RATE – \$2,000,000 Limit per event, per occurrence	NUMBER OF PEOPLE	RATE – \$5,000,000 Limit per event, per occurrence
Up to 100	\$ 1.50 per meeting	Up to 100	\$ 2.03 per meeting
101 TO 250	\$ 2.50 per meeting	Up TO 250	\$ 3.38 per meeting
251 TO 500	\$ 5.00 per meeting	251 TO 500	\$ 6.75 per meeting
501 +	REFER TO BFL	501 +	REFER TO BFL

CHILD / ADULT PARTIES, COOKING CLASSES, BABY & BRIDAL SHOWERS, BAPTISMS, FUNERALS, - NO ALCOHOL SERVED		
NUMBER OF PEOPLE	Limit \$2,000,000 per occurrence	Limit \$5,000,000 per occurrence
Up to 75 – 1 hour or less	\$ 5.00 per event	\$10.00 per event
Up to 75 – up to 4 hours or less	\$ 7.50 per event	\$13.50 per event
Up to 75 – up to 8 hours or less	\$15.00 per event	\$25.00 per event
76 – 150, 151- 250, 251-500, Over 500 people	For rates see DANCES WEDDINGS, ETC. directly below	

- With alcohol book under dances, weddings, and reception rates
- If in connection with a sporting event activity rental, then birthday party fee is waived

NON-SPORTING EVENTS - DANCES, WEDDINGS, ETC. (NO RAVES OR ALL NIGHT PARTIES)			
Note: Beer Gardens are excluded. Refer to BFL for separate quote.			
\$2,000,000 Limit per event, per occurrence			
NUMBER OF PEOPLE	NO ALCOHOL	⬇ CONTINGENT ALCOHOL	⬆ WITH ALCOHOL
UP TO 75	\$ 20.00	\$ 30.00	\$ 125.00
76-150	\$ 25.00	\$ 75.00	\$ 150.00
151-250	\$ 50.00	\$ 150.00	\$ 200.00
251-500	\$ 75.00	\$ 160.00	\$ 250.00
OVER 500	REFER TO BFL		
\$5,000,000 Limit per event, per occurrence			
NUMBER OF PEOPLE	NO ALCOHOL	⬇ CONTINGENT ALCOHOL	⬆ WITH ALCOHOL
UP TO 75	\$ 40.00	\$ 100.00	\$ 172.00
76-150	\$ 50.00	\$ 135.00	\$ 189.00
151-250	\$ 100.00	\$ 162.00	\$ 216.00
251-500	\$ 135.00	\$ 216.00	\$ 270.00
OVER 500	REFER TO BFL		
<p>⬇ CONTINGENT ALCOHOL COVERAGE TO BE USED WHERE THERE IS A CATERER WHO HAS LIQUOR LIABILITY COVER AND THE USER WANTS ADDITIONAL COVERAGE.</p> <p>⬆ COPY OF LIQUOR LICENSE WITH RENTORS SIGNATURE ON IT MUST BE KEPT ON FILE BY THE CITY AND THE PERMIT NUMBER MUST APPEAR ON THE MONTHLY REPORT</p>			

These rates are subject to a 8% PST tax